

CROSSROADS CARE BARNSLEY

Guidelines on completing application form

General points

These notes are intended to help you complete the application form.

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in carefully.

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section, then continue on a separate sheet of paper. Please do not put your name on any additional sheet.

Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

Referees

You must give your last two employers as referees. If you have only one previous employer, you may give the name of another person who can provide a reference for you but this must not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

Criminal convictions

This appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Where appropriate this check will also show whether a person is barred from working with vulnerable adults and / or children. Because of the nature of this work you need to provide information about any criminal record you have, spent or unspent. This includes cautions, reprimands and warnings. Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you do have any previous or outstanding convictions, cautions, reprimands or warnings that are not "protected", you will only be asked to supply details if you are invited for interview. You will need to give written details of the offence, the penalty and dates. This should be put in a sealed envelope and sent in advance of the interview to the Manager / Chief Executive / designated person. At interview or, in a separate discussion there will be an open and measured discussion about any offences or other matters that might be relevant to the position. Having a criminal record will not necessarily bar you from working at the organisation. This will depend upon the nature of the position and the circumstances and background of your offences.

Education, qualifications and information in support of your application – Part B

Employment history

Please give details of your present post together with the full name and address of your employer. It is essential that you provide a full work history and account for any gaps.

Information in support of your application

Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification. Read through the job description and person specification and think of an example from your present or most recent job that show you have the required skill or experience. If you are unemployed or have been out of paid employment for some time, or have just left school / college / university, you may wish to include relevant experience from voluntary work or education. Do continue on additional sheets if necessary.

Data protection

The personal details on this application form will only be used for selection and interview purposes and for employment records if the application is successful. If the application is unsuccessful, the information on the application form will be kept for six months and then destroyed.

The Equality Act

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal activities. If you tell us you have a disability we will make reasonable adjustments during recruitment. If you are appointed to the post we will make reasonable adjustments to where you work and to your working arrangements.

Equal opportunities form

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

Acknowledgement of applications

I am afraid we are not able to respond to everyone who applies for a post. We do appreciate the time you have taken with your application and thank you for your interest in the organisation.

Job description

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Carer Support Worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will be agreed with a senior member of staff before the Carer Support Worker begins providing support and will then be set out in a care plan. Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed.

Crossroads Care Barnsley provides support to carers and people with care needs 24 hours a day, 365 days a year. The Carer Support Worker's working pattern will be agreed between them and a senior member of staff.

Job title: Carer Support Worker

The Carer Support Worker will work in the service user's home.

Responsible to: Management Team

Main aims of the post

- To provide support to carers and people with care needs including emotional support.
 - To provide personal care.
 - To carry out domestic tasks.
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Duties to include

1. To assist with personal hygiene, for example helping the person with care needs to have a bath or shower, to go the toilet or to care their skin and hair.
2. To assist with dressing/ undressing, choice of clothes and personal appearance.
3. To support the person with care needs with their medication
4. To assist with mobility including use of wheelchairs, hoist etc.
5. To assist with a therapeutic programme designed by a medical professional.
6. To provide emotional support, companionship and a safe environment for those in need of supervision and help.
7. To carry out basic first aid and summon emergency service.
8. To report any concern of abuse or the welfare or safety of any adult and child there is contact with at work to a line manager/ nominated person/ person on call.

9. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by specialised techniques, toe nail care and assist with oxygen therapy.
10. To support with organised group activities for people with care needs.
11. To support the people with care needs with activities outside their home, for example community activities, shopping, day trips, attending medical appointment.
12. To prepare meals and drinks and provide assistance with eating/ drinking.
13. To help clean the home for example: washing up, vacuuming, cleaning the bathroom and doing laundry.

Health and safety

14. To care for their pets.
15. To implement, operate and maintain safe system of work in accordance with Crossroads Care Barnsley policies, procedure and guidance, training and associated risk assessments.
16. To report to your manager any situation or issues for concern relating to significant foreseeable risks, incidents (including near misses) and/ or accident which gives cause for concern in relation to safe system of work (affecting your own health and safety or that of others affected by your work activities)

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Crossroads Care Barnsley.
- To comply with the Health & Safety at Work Act 1974 and with Crossroads Care Barnsley policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
- To comply with the Code of Conduct, which includes the importance of upholding the dignity of each individual you care for and being committed to this.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

Person specification

Essential	Desirable
<p>Experience</p>	<p>Experience of providing care. Experience of working with vulnerable adults and / or children.</p>
<p>Qualifications</p> <p>Commitment to undertake Health and Social Care Diploma level 2 within two years of appointment.</p>	<p>Health and Social Care NVQs level 2 or 3 / Health and Social Care Diploma level 2 or 3.</p>
<p>Skills and abilities</p> <p>Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. Able to work independently and take initiative while working within Crossroads Care policies, procedures, guidance. Able to demonstrate care and respect for vulnerable adults and children. Able to demonstrate good verbal and written communication skills.</p>	
<p>Knowledge</p> <p>Understanding of the importance of confidentiality.</p>	<p>Understanding of the needs of carers.</p>
<p>Other</p> <p>To be committed to safeguarding and promoting the welfare of vulnerable adults and children. Able to work in the area covered in a time and cost effective manner. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year and have no more than six points on their licence. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.</p>	

Application form

Post applied for: **Care Support Worker**

Personal details – Part A

Preferred title:	First name:
Surname/ family name:	
Home address	
Post code	
E-mail address	
Tel (Home):	Tel (Mobile):

References

Please give name and contact details of two people who can provide references for you. They **must** be your last **two** employers. If you aren't currently in employment, please see the enclosed guidelines on completing this form. The organisation reserves the right to contact other previous employers. We do not approach referees until after interview.

Present or previous employer	
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Post code:	Post code:
Telephone:	Telephone:
E-mail address:	E-mail address:
How is this referee known to you?	How is this referee known to you?
Do you wish to be contacted before we	Do you wish to be contacted before we
Approach this referee? YES/NO	Approach this referee? YES/NO

Right to work in the United Kingdom

Do you have the right to work in the UK? _____

In order to comply with the Immigration, Asylum and Nationality Act 2006 we will ask you to provide documentary evidence of your right to work in the UK during the recruitment process.

Rehabilitation of Offenders Act 1974 and Exception Order 1975

Because of the nature of the work for which you are applying, you must provide information about any criminal record. This includes convictions, cautions, reprimands and warnings. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations, including the provision of home care services. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Write YES or NO _____

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc. if you are invited for interview. Please see guidelines on completing the application form for further details.

Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Signed:

Date:

If you downloaded your application from the internet, please print and sign it.

Section A will be detached from your application. All short listing will be carried out on a fair basis in accordance with equal opportunities legislation and policy

Application form**Post applied for: Care Support Worker**

Please complete in black ink or type

Education & work history – Part B**Education and qualifications**

Please tell us about the school/college/university you attended, starting with the most recent.

Name of school/college university	Dates you started and finished	Qualification and grade

Training

Please tell us about training courses you have been on that are relevant to this application.

Course title and content	Organisation that run training	Date training attended

Present or most recent employment

<p>Employer's name:</p> <p>Address:</p> <p>Post title:</p> <p>Please tell us about what your duties were:</p> <p>Reason for leaving:</p> <p>Notice required:</p>	<p>Salary and numbers of hour worked</p>
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Past employment

You must give details of your entire work history and account for any gaps.

Employers name and address	Dates from & to Month & year:	Job title & brief description of duties:	Reason for leaving:

If you need more space please continue on a separate sheet of paper.

Information in support of your application

Please use this space to tell us how your skills, experience and knowledge meet the criteria in the person specification.

If you need more space please continue on a separate sheet of paper

Please return this application and equal opportunities monitoring form to:

Joseph David, Chief Executive Officer, Crossroads Care Barnsley, Maple House, Maple Estate, Stocks Lane, Barnsley, S75 2BL

CROSSROADS CARE BARNSELEY

EQUAL OPPORTUNITIES MONITORING FORM

All information received will be treated in strict confidence. Crossroads Care strives to be an equal opportunities employer and has a clear policy in terms of challenging discriminatory practices. In order to have accurate information about our performance we would be grateful if you would complete this monitoring form and return it with your application form. It will not be seen by recruitment panel.

Post applied for: _____

1	ETHNICITY			(Please use X to mark you answer)
	White		Asian or Asian British	
	British		Bangladeshi	
	Irish		Indian	
	Any other White background (please specify)		Pakistani	
			Any other Asian background (please specify)	
	Black or Black British		Mixed	
	African		White and Black African	
	Caribbean		White and Black Caribbean	
	Any other Black background (please specify)		White and Asian	
			Any other Black background (please specify)	
	Chinese		Other Ethnic group	
	Chinese		Other ethnic group (please specify)	
	If you would like to further describe your ethnicity, please do so here: _____			
	If you would prefer not to give your ethnicity please put X in the box			

2	Age			
	16 – 24 years		49 – 56 years	
	25 – 33 years		57 – 65 years	
	34 – 48 years		65 – 70 years	
	41 – 48 years		Over 70 years	
If you prefer not to say please put X in the box				
3	Gender			
	Male		Female	
If you prefer not to say please put X in the box				
4	Do you consider yourself to be a person with disability? Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities.			
	YES		NO	
If you prefer not to say please put X in the box				
5	Are you a Carer? A carer is someone, who without payment, provide help and support to a partner, child, relative, friend or neighbour, who could not manage without help. This could be due to age, physical or mental illness, addition or disability.			
	YES		NO	
If you prefer not to say please put X in the box				

Please tell us how you heard about this job _____

If you feel that our recruitment procedure has unfairly discriminated against your application to work with us, please tell us.